



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
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NASLEMINST 5216.2K

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NAS LEMOORE INSTRUCTION 5216.2K

From: Commanding Officer, Naval Air Station, Lemoore

Subj: CORRESPONDENCE MANAGEMENT

Ref: (a) SECNAVINST 5216.5D
(b) Navy Regulations
(c) NASLEMINST 5216.1V
(d) NASLEMINST 5215.2V
(e) NASLEMNOTE 1301

Encl: (1) Correspondence Management Practices

1. Purpose. To publish correspondence management practices for the preparation, routing, signing, receiving and dispatching of official correspondence.

2. Cancellation. NASLEMINST 5216.2J

3. Background. A continuing effort at all levels throughout the command is needed to reduce the administrative workload and efficiently carry out assigned functions. Enclosure (1) shall serve as a guide to department administrative officers and special assistants.

4. Objective. To standardize correspondence practices per reference (a). References (b) through (e) are referred to in pertinent portions of enclosure (1).

5. Action

a. Administration Department will:

(1) Date all incoming and outgoing command correspondence requiring the Commanding Officer's or Executive Officer's signature received by the department.

(2) Be responsible for processing all official correspondence addressed to the Commanding Officer.

(3) Review correspondence practices and policies.

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b. Department Heads and Special Assistants will:

(1) Ensure that all correspondence is prepared per reference (a) and this instruction.

(2) Ensure all correspondence submitted to the Executive Officer or Commanding Officer is routed through the Administration Department, Central Files Division.

(3) Ensure personnel needing correspondence training attend the on base Naval Correspondence Course offered through Human Resources Office Training Division.



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Distribution: (NASLEMINST 5215.2V)
List B

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CORRESPONDENCE MANAGEMENT PRACTICES

1. Correspondence Folders

a. All correspondence (i.e., letters, memoranda, etc.) submitted to the Commanding Officer or Executive Officer for signature will be routed through the Administration Department, Central Files Division in the appropriate orange color coded folder. These folders are for internal use only and should not be sent outside of the command.

b. Replenishment of folders is the responsibility of individual departments and should contain department's identification for proper return of folders.

2. Preparation for Review and Approval of Outgoing Correspondence

a. All correspondence requiring Commanding Officer's or Executive Officer's signature will be sent to the Administration Department, Central Files Division via appropriate department head.

b. All correspondence will be typed in MS Word and submitted on a 3-1/2 inch diskette.

c. Submit correspondence for signature in final form. Use double-spaced drafts only when changes are likely, perhaps because a subject is controversial or a policy statement needs precise wording. When submitting smooth correspondence ensure that a chop copy (internal department chop should be recorded on the yellow rough) is provided. The following information shall appear at the end of the correspondence: originator's name, code, phone extension, typist's name, date of typing. Label diskettes to identify originating department/special assistant to ensure diskettes are returned once correspondence is signed.

d. Merge all correspondence that has more than four separate addressee. It is too time consuming to have to open 10 separate documents and print them individually, when merging these letters could have prevented the redundancy.

e. Correspondence requiring minor changes (i.e., format, spelling, etc.) will be corrected and smooth copy created by the Administration Department. Correspondence requiring rewrite or response to Executive and/or Commanding Officer's comments will

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be returned to the originator for rewrite/response and be resubmitted via the Administration Department. Diskettes will be updated to reflect revisions made and a new yellow chop copy submitted via the chop chain.

f. It is the responsibility of the originator to attach any references listed or the pertinent portion of the reference as applicable.

g. When the final letter is sent to the Commanding Officer or Executive Officer for signature, the following number of copies will be included in the package:

- 1 letterhead original
- 1 white for each "via" and "copy to" addressee (with enclosure, if appropriate - if not, put (w/o encl) beside the addressee
- 2 yellow (with enclosures, if any) (one of the yellows will be returned to the originator after signature, serializing and dating)
- 1 green (without enclosures, if any are indicated)

Note: Ensure the yellow copy of the final letter has the originator's and typist information at the end of the correspondence.

h. Include addressed envelopes for all addressees (i.e., "To", "Via", "Copy to", etc.) as applicable.

i. Allow suffice time for preparation, review, rewrite, signature, mailing and arrival at the destination by the established due dates for action correspondence.

3. Correspondence discrepancies. Because of the volume of correspondence processed in Central Files, it is essential that the procedures addressed in this instruction be closely followed.

4. Forms, certificates, etc.. Forms, certificates, etc., sent for Commanding Officer or Executive Officer signature, shall be clearly tagged to indicate location of signature, particularly when more than one copy is to be signed.

5. Distribution of memoranda, etc.. Distribution of memoranda etc., shall be made by the Correspondence Branch ONLY if signed by the Commanding Officer, Executive Officer, or Admin Officer. Those signed by other than the Commanding Officer will be distributed by the originator using references (c) and (d).

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6. Action correspondence. Addressees receiving action correspondence will follow the procedures listed below:

a. If action correspondence from an outside command is received by an action department/division without first being processed by the Admin Department and an "action" route slip is not attached, forward it to the Admin Department for entry in the system. This should not stop your department from starting the action/response requested. If you are responding to an action requirement do not forward the response to the Commanding Officer until it can be attached to the "action" route slip.

b. Correspondence having a due date in the incoming letter will be controlled accordingly. Replies shall be prepared by the date in the "Reply Due" box on the NAS Lemoore Route Form 5216/1 (Rev 12-97).

c. Action correspondence not indicating a due date in the letter shall have a due date of 10 working days from the date of receipt. If for some reason the date cannot be met, the action department shall notify the Administration Department, Correspondence Branch, ext. 3357/3358 for an extension. Due dates included by the originator in the correspondence CANNOT be extended by the Correspondence Branch. It is the responsibility of the action department to notify the originator and request an extension.

7. Signing of Correspondence by the Commanding Officer. The following types of correspondence will be submitted to the Commanding Officer for signature:

- a. Matters of Station policy
- b. Correspondence addressed to the President, Cabinet members of Congress, or Congressional committees
- c. Replies to letters from higher authority in which a negative answer or action is necessary
- d. Matters of a controversial nature
- e. Requests for allotments or funds
- f. Requests for construction or relating to major repair projects prior to final authorization
- g. Replies or comments related to inspections, surveys, and audits

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h. Recommendations or comments on recommendations concerning organizational deviations at branch level or higher

i. Matters concerning military allowance and complements

j. Matters concerning civilian personnel ceiling

k. Criticism or censure of any nature

l. Military disciplinary actions

m. Commendatory letters

n. Boards of investigation

o. Legal matters involving claims against the Government

p. Aircraft accident/incident reports

q. Correspondence where the importance of content or the rank or position of the person addressed makes it desirable that the reply be signed by the Commanding Officer.

r. Such other subjects as the Commanding Officer may be required to sign by law, or in which he indicates a specific interest.

8. Signing of Correspondence "By direction of the Commanding Officer"

a. Heads of departments, assistant department heads, and special assistants are authorized to sign "By direction" of the Commanding Officer routine correspondence concerning matters strictly under the jurisdiction and technical cognizance of such component which does not affect other departments, officers, or activities.

b. Acting heads of departments are authorized to sign correspondence described above during the absence of the department head. Excluded from this authority are papers concerning pay and allowances for which special authorization letters must be issued. These will be prepared in the Administration Department upon request from a department or office. Authority to sign correspondence "By direction of the Commanding Officer" will be provided for authorized personnel or others when such authorization is considered essential for the proper conduct of business. The scope of authorization must be clearly defined in each case.

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c. No person shall sign correspondence "By direction" until he has received the Commanding Officer's written authority to do so. Personnel authorized to sign "By direction" will be designated in reference (e), which is published semi-annually.

d. Departments will maintain their own serial number logbook. Departments will start a new sequence of numbers at the beginning of each new calendar year and assign numbers consecutively. A copy of each letter signed "By direction" will be provided to Central Files.

9. Functional Title Signature

a. All department heads and special assistants are authorized under the provisions of reference (b), to conduct intra-naval correspondence over their own signatures and functional titles on matters of purely routine or technical nature for which they are solely responsible.

b. This authority applies to such matters as tracing of shipments of material or the procurement of stock (by Supply Department), Comptroller writing regarding an individual's pay account or Comptroller writing regarding accounting and fiscal matters.

10. Signing "By direction" of the Department Head. Department heads may authorize subordinates to sign "By direction" of the department head correspondence concerning purely routine matters such as those falling in the categories outlined in paragraph 9b above.